



Prepared for Bureau of Prisons Employees  
by the  
Consolidated Staffing Unit  
Grand Prairie, Texas - Revised February 2006



User's Guide – February 2006

The Bureau of Prisons (BOP) is integrating our online job application system with the Office of Personnel Management's (OPM) USAJOBS website to make it

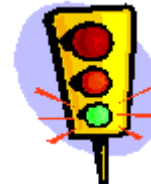


easier to search and apply for Federal positions online. The Bureau of Prisons is excited to fully integrate with USAJOBS and offer you this simplified approach to federal employment.

Ultimately, the intent is to use BOP-Careers to fill all bargaining and non-bargaining unit positions by Merit Promotion, including open continuous, and Delegated Examining (externally). Initially, only non-bargaining, Merit Promotion positions are being filled using BOP-Careers.

### **How is BOP-Careers different from the way we apply for jobs now?**

Both the paper application process and the automated BOP-Careers system rate candidates based on their knowledge, skills, and abilities (KSAs). Applicants are given a series of answer choices which describes the position's KSAs. Applicants then select the answer choice which best describes their experience. Should the applicants possess experience similar, but not exact, to those listed, applicants may select the "similar experience" answer choice and provide a narrative response. The BOP-Careers process saves the applicant time and simplifies the way information is provided regarding education and experience. Under the BOP-Careers system, applications are submitted electronically, saving the applicant duplicating and mailing costs.



## **Do.....**

- ✓ Print and save your registration information.
- ✓ Update your personal information as things change (i.e., e-mail, home address, etc...).
- ✓ Should you opt to receive e-mail notification when a desired job is posted, remember to check your e-mail often.
- ✓ Check your e-mail often once you apply for a position. All contact will be via e-mail.
- ✓ Read the instructions carefully.
- ✓ Be certain your core questions and the vacancy questions for the specific announcement are complete.
- ✓ Review your résumé retrieved from USAJOBS.

## **Don't...**

- ✗ Share your ID or password.
- ✗ Use a friend's e-mail address. You may not receive your messages.
- ✗ Log out without completing the application process and receiving a confirmation screen.



**If you register with other Federal online application systems, can you sign on to USAJOBS using the same login ID and password from other Federal application systems?**

No, even though multiple agencies use the QuickHire online application product, you will need to create a separate log in for your USAJOBS account. Some agencies use USAJOBS as a vehicle to post vacancies, but link to separate application systems once you click to apply online. BOP Careers is now linked directly with USAJOBS.

**Is there any way I can see which positions I have applied for or find out the status of these vacancies.**

There are three methods for tracking your application. First, you can print the application confirmation screen from USAJOBS when you complete the application process. Second, you can request to receive a copy of your responses to the application questions and a copy of your résumé when you finish applying for jobs in BOP-Careers. Third, you can review you applications online when you log in to USAJOBS and select "Track your online job Applications." This will allow you to view your USAJOBS online application history. When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position available.

**How do I remove my name from consideration after I have applied to the announcement?**




To remove your name from consideration you must send an e-mail to the [GRA-HRM/ConsolidatedStaffingUnit@bop.gov](mailto:GRA-HRM/ConsolidatedStaffingUnit@bop.gov) mailbox. Your message must include the vacancy announcement number, position title, closing date, and a statement indicating your request to withdraw your application from consideration.

**How do I access USAJOBS?**

Go to [www.usajobs.gov](http://www.usajobs.gov)




**USAJOBS Registration:**

1. Go to [www.usajobs.gov](http://www.usajobs.gov). If you have not used USAJOBS previously, you will need to create a new account.
2. Click on  **NEW TO USAJOBS? Click here**
3. Go to **Step 1** and Click  **My USAJOBS**
4. Answer the required information and Click  **Submit**
5. Once you have created your new account, you will be directed to Your Personal Career Center Home Page. You are now ready to create your résumé.

**Create a New Résumé:**

1. Click on Create a New Résumé.
2. Complete each section in the Résumé Builder:
  1. Getting Started
  2. Experience
  3. Related Information


NOTE: After each section Click  **NEXT**

3. Step 4 "Finishing Up" will give you the option to





4. **Save for Later** will allow you to save your résumé. To make future changes to your résumé, click **Manage Résumés** on you're my USAJOBS homepage. NOTE: USAJOBS will allow you to create and store up to five résumés.
5. Once you have completed your registration and posted your résumé with USAJOBS, you are now ready to apply for vacancies.

**Browse BOP vacancies from the USAJOBS website:**

1. Click 
2. You will be given the following options:
  - Basic Search
  - Agency Search
  - Series Search
  - Advanced Search
  - Senior Executive Search

**REMINDER: To view jobs announced under Merit Promotion, answer yes to "Applicant Eligibility" questions before you click "search for jobs."**

3. Select appropriate search and click 
4. Select a vacancy and click 

NOTE: Your USAJOBS résumé will be automatically attached to the vacancy you have selected.

5. Login with your USAJOBS Username and Password.

**Should I retain a copy of my application once complete?**

Yes, you should retain all copies of the application process for your records including the vacancy announcement, résumé, and application confirmation page. Prior to completing your application, you will be given the option to have a copy of your application sent to you via email. NOTE: When you complete your application and click "Finished" you will be able to review your application and vacancy questions.

**If the system only accepts online applications, how do I send other required documents, such as my college transcripts, SF-50's, etc.?**

You must fax, mail, or email the required documents to the fax number, address, or email address identified on the vacancy announcement by 11:59 pm EST of the closing date. Supporting documentation may be faxed or e-mailed using government equipment during non paid duty hours. If mailed, it cannot be sent at government expense and documentation mailed in government envelopes will not be accepted.

**How can I upload attachments to the résumé?**

USAJOBS allows you to add supplemental information, up to 22,000 characters, while in the résumé builder section. Currently, there are no functions which allow you to upload attachments to your online application. If you wish to copy and paste résumés, it is advisable to convert your material to "Plain Text" in lieu of the common "Rich Text".

If you have any questions, please contact the BOP-Careers Office at [GRA-HRM/ConsolidatedStaffingUnit@bop.gov](mailto:GRA-HRM/ConsolidatedStaffingUnit@bop.gov) or 972-352-4200.



### **Why should I register ahead of time?**

You should register, even if the job you want is not currently advertised, for primarily three reasons. First, it familiarizes you with USAJOBS. Second, it saves you time when your desired job is announced. Third, this feature greatly eases your job search and helps you avoid missing a promotion opportunity.

### **Why do I have to use USAJOBS to apply for a job?**

Most Federal agencies use USAJOBS to recruit applicants for their positions. The Bureau of Prisons has integrated its job search system with USAJOBS to make it quicker and easier for applicants to find and apply for jobs in which they are interested. You must create a user account and at least one Federal résumé at USAJOBS. Information you provide in USAJOBS is general information completed by applicants. The information you provide and your Federal résumé will become part of your application and will automatically be transferred to the BOP-Careers System, when you apply on-line.

### **Do I have to use USAJOBS to search for BOP vacancy announcements?**

Yes

### **What happens in the BOP-Careers System?**

In BOP-Careers, you will answer vacancy specific questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you provided in USAJOBS and the answers to the questions will become your application. After the vacancy closes, the Human Resource Specialist uses the BOP-Careers System to identify well-qualified candidates and refer them for consideration for the vacancy.

### **Can I create a résumé online?**

Yes, during your registration with USAJOBS, you should complete a Federal résumé. **(Ensure you annotate your BOP history with a narrative of experience by a breakdown of duty locations and/or position changes).** In fact, you have the capability of creating and storing up to five résumés. Once created, you can update or change your résumés. When you apply for a particular vacancy, the system automatically attaches your résumé to that particular vacancy announcement as part of your application. If you apply for more than one vacancy, you may wish to update your résumé at that time to correspond more closely with the new vacancy announcement.

### **How is my résumé going to be used?**

Your résumé is used in conjunction with your BOP-Careers narrative responses to determine qualifications. If you make the best qualified list, your résumé is forwarded to the selecting official.

**If I am applying for a position that is not in the same series as the position I currently hold, how will my qualifications be determined?**


When directed to BOP-Careers, you will answer vacancy specific questions. At this time you will be able to include the amount of time spent performing the duties which qualify as specialized experience (i.e., 15% of my time was dedicated to...).

**If you are halfway through your application and have to stop, will the system save your input?**

Yes, your responses will be saved provided you click the "save" icon at the bottom of each page prior to leaving the system. Clicking on other USAJOBS tabs during the application process will not save your information. To complete the application from where you left off, you must search for the vacancy announcement, click "Apply Online", log in to USAJOBS to retrieve and select your desired résumé, and continue with the application process. NOTE: Any alterations to your application will be overwritten once you click save.

**What happens if I don't submit a résumé with my personal information when applying for a job?**

You must complete a USAJOBS résumé to apply online for a vacancy. If you do not submit a résumé by 11:59 pm Eastern Standard Time (EST) on the closing date of the vacancy announcement, you will not be considered for that position.

6. Select résumé. NOTE: If you have more than one résumé stored in USAJOBS, you will be able to select the relevant résumé you wish to use to apply for the position.
7. Click  and your résumé will be attached.
8. You will be directed to BOP-Careers to answer the vacancy specific questions.
9. Choose the Assessment portion and answer the basic core questions.
10. Review your application, personal information, core questions, and the vacancy questions to ensure completion.
11. Click "Finished". NOTE: Once you have clicked finished, you may not go back into your application.
12. Once you have clicked "Finished," you will be returned to the USAJOBS site and will receive confirmation that your application has been sent for consideration on the vacancy announcement.
13. To track your applications online, log in to USAJOBS and click "Track your online job Applications." This will allow you to view your USAJOBS online application history.